

**RESOLUTION OF THE ASHTABULA TOWNSHIP-CITY OF  
ASHTABULA JOINT ECONOMIC DEVELOPMENT DISTRICT BOARD  
OF DIRECTORS**

**RESOLUTION NO. 2022 - 02**

**RESOLUTION TO ADOPT RETENTION SCHEDULE AND SUBMIT THE  
SCHEDULE TO THE OHIO HISTORY CONNECTION**

**WHEREAS**, the Ashtabula Township-City of Ashtabula Joint Economic Development District Board of Directors desires to adopt and establish the attached retention schedule and submit the attached retention schedule to the Ohio History Connection;

**NOW, THEREFORE, BE IT RESOLVED**, that it is hereby found and determined that all formal actions of this Board concerning and relating to the passage of this Resolution were adopted in an open meeting of this Board and that all deliberations of this Board that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

*Rox Koster* moved for the adoption of the foregoing resolution.

*Bambi Paulchel* seconded the Motion

✓ Motion Carried

ATTEST:

I hereby certify that this is a true copy of the Resolution of the Ashtabula Township-City of Ashtabula JEDD Board of Directors adopted at a regular meeting of the Board on

*December 8*, 2022.

*Traci Welch*

Traci Welch, JEDD Treasurer and Secretary

Date Signed: *12/8/2022*



Ohio History Connection
State Archives of Ohio
Local Government Records Program
800 E. 17th Avenue
Columbus, Ohio 43211-2474

614.297.2553
localrecs@ohiohistory.org
www.ohiohistory.org/lgr

RECORDS RETENTION SCHEDULE (RC-2)- Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

Ashtabula Township-City of Ashtabula JEDD

(Local Government Entity) (Unit)

[Handwritten Signature]

Traci Welch, Finance Director

12/8/2022

(Signature of Responsible Official) (Name) (Title) (Date)

Section B: Records Commission

City of Ashtabula Records Commission (440) 992-7141

(Local Government Entity) (Telephone Number)

4717 Main Avenue Ashtabula 44004 Ashtabula

(Address) (City) (Zip Code) (County)

To have this form returned to the Records Commission electronically, include an email address: Csheldon@cityofashtabula.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

Signature Title Date

Section D: Auditor of State

Signature Title Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form.

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

*See instructions before completing this form. Must be submitted with PART 1*

### Section E: Table of Records to be Disposed

Ashtabula Township-City of Ashtabula JEDD

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
0000001	AGENDAS/CALENDARS	2 years and no longer of administrative value	Multi		<input type="checkbox"/>
0000002	AUDIO RECORDINGS	2 years and no longer of administrative value	electronic		<input type="checkbox"/>
0000003	CONTRACTS OF DISTRICT	7 years after superseded	Multi		<input type="checkbox"/>
0000004	CONTRACTS & AGREEMENTS	15 years	Multi		<input type="checkbox"/>
0000005	CORRESPONDENCE - Includes internal & misc. inquiries that is cursory & does not affect policy or procedures	1 year and no longer of administrative value	Multi		<input type="checkbox"/>
0000006	CORRESPONDENCE for the Board and/or Attorney review	2 years and no longer of administrative value	Multi		<input type="checkbox"/>
0000007	DRAFTS/NOTES	Until no longer of administrative value	Multi		<input type="checkbox"/>
0000008	E-MAIL & ATTACHMENTS	Within 30 days print to paper or save to electronic folder which as admin., fiscal or legal value. File an retain according to content based on RC-2. Purch records w/approved RC-3. Purge transient email at will-no RC-3 required.	Multi		<input type="checkbox"/>
0000009	FINANCIAL REPORT, ANNUAL & WORKPAPERS/WORKSHEETS	5 years provided audited	Multi		<input type="checkbox"/>
0000010	REQUISITIONS, PURCHASE ORDERS, INVOICES, STATEMENTS & DOCUMENTATION	3 years provided audited	Multi		<input type="checkbox"/>

## RECORDS RETENTION SCHEDULE (RC-2) - Part 2

*See instructions before completing this form. Must be submitted with PART 1*

### Section E: Table of Records to be Disposed

Ashtabula Township-City of Ashtabula JEDD

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Series and Description	(3) Retention Period	(4) Media Type	(5) For use by State Auditor or LGRP	(6) RC-3 Required by LGRP
0000011	CHECKS/REGISTERS/CANCELLED & VOIDED CHECKS/BANK STATEMENTS/BANK RECONCILIATIONS WITH DETAIL BACKUP/PAYINS & SUPPORTING DOCUMENTS/DEPOSIT CONFIRMATION SLIPS/ACH BANK CONFIRMATIONS/POSTINGS	3 years provided audited & audit is released per Sec. 117.26 ORC	Multi		<input type="checkbox"/>
0000012	JEDD BOARD AGENDAS, ROSTERS, LETTERS OF INTENT TO SERVE	Until no longer of administrative value	Multi		<input type="checkbox"/>
0000013	JEDD BOARD MEETING NOTICES	2 years	Multi		<input type="checkbox"/>
0000014	JEDD BOARD MEETING MINUTES	Retain permanently	Multi		<input type="checkbox"/>
0000015	LEGAL NOTICES	2 years and no longer of administrative value	Multi		<input type="checkbox"/>
0000016	LEGAL OPINIONS	7 years and no longer administrative value	Multi		<input type="checkbox"/>
0000017	RESOLUTIONS/ORDINANCES	Retain permanently	Multi		<input type="checkbox"/>
0000018	TELEPHONE MESSAGES/VOICEMAIL	Until no longer of administrative value	Multi		<input type="checkbox"/>
0000019					<input type="checkbox"/>
0000020					<input type="checkbox"/>
					<input type="checkbox"/>